

## Position Description: Driver -OBO

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### ❖ Basic Function of the Position:

Incumbent serves as driver for Overseas Building Operations (OBO) construction project office transporting Project Director (PD), Construction Manager (CM), technical and management team and OBO visitors, collecting pouches, cargo, picking up office supplies and various office operation support tasks directed by the Administrative Assistant (AA).

### ❖ Major Duties and responsibilities:

Following Administrative Assistant(AA), Project Director(PD) and Construction Manager(CM)' instructions, the incumbent operates a passenger motor vehicle to transport OBO (Overseas Building Operations) personnel, official and VIP visitors, and performs minor preventive maintenance. Ensures that each passenger whose seat is equipped with a seat belt shall have the seat belt properly fastened at all times when the vehicle is in motion. Performs messenger and delivery work, including the pickup and delivery of documents or invitations or carrying out various other important errands for the official to whom assigned.

Performs daily safety checks and minor maintenance of OBO vehicles and immediately informs the AA/CM/PD of required major maintenance or repairs. Keeps vehicle in safe running condition at all times, including filling fuel, cleanliness both inside and outside, waxing and vacuuming as necessary. Maintain logs for vehicle usage, maintenance tracking, warranty program, and fuel consumption.

Under the supervision of Admin Assistant (AA) incumbent performs filing of documents related to OBO vehicles. Perform other duties as assigned by the PD/CM.